# **Organisational Behaviour PYQ 2018**

### Q1 a Explain the collegial model of organisation. How does it work in the modern organisation?

Ans. The collegial model of organization is a type of organizational structure where authority and decision-making are distributed among a group of individuals who have equal status or expertise. In this model, power is not concentrated in a single individual or a small group, but rather shared among the members of the organization. The collegial model is characterized by collaboration, cooperation, and mutual respect among team members.

In a collegial organization, decisions are made through consensus or joint agreement among the members. There is a high level of autonomy and independence for individual members to make decisions within their areas of expertise. Each member is considered an expert in their field and is given a significant degree of responsibility and authority to carry out their tasks.

Communication in a collegial organization is open and transparent, with a free flow of information among team members. There is a culture of mutual trust and respect, where ideas and opinions are valued, and conflicts are resolved through constructive dialogue and negotiation. The focus is on fostering a collaborative and inclusive work environment where everyone's contributions are recognized and appreciated.

The collegial model is commonly found in professional organizations such as law firms, medical practices, and academic institutions. In these settings, experts in different fields work together as equals, sharing their knowledge and expertise to achieve common goals. However, the collegial model can also be applied in other types of organizations, such as nonprofit organizations, government agencies, and businesses.

In the modern organization, the collegial model may be implemented through various means, such as cross-functional teams, task forces, or committees. Technology, such as online collaboration tools, can also facilitate communication and decision-making among team members who may be geographically dispersed. In some organizations, the collegial model may be combined with other organizational models or structures, depending on the nature of the work and the organizational culture.

Overall, the collegial model of organization emphasizes collaboration, shared decision-making, and mutual respect among team members. It promotes a culture of inclusiveness and encourages individual members to contribute their expertise and knowledge to achieve the organization's goals.

### Q1 b Feedback completes the communication process." Do you agree? Comment.

Ans. The statement "Feedback completes the communication process" is a common perspective in the field of communication theory. Feedback refers to the response or reaction received by the sender from the receiver after a message has been transmitted. It provides an opportunity for the

sender to gauge the effectiveness of their communication and make adjustments if needed. Feedback is considered essential in the communication process as it helps to ensure that the message has been accurately received and understood.

Here are some comments on the statement:

Feedback enhances communication effectiveness: Feedback allows the sender to assess whether their message has been received and interpreted as intended. It helps to identify any misunderstandings, misinterpretations, or gaps in communication, which can then be addressed to enhance the effectiveness of communication.

Feedback promotes two-way communication: Communication is a two-way process involving both sending and receiving of messages. Feedback encourages the receiver to respond and engage in a conversation, promoting a dialogue rather than a monologue. This allows for clarification, elaboration, and further exchange of information, fostering a more meaningful and interactive communication process.

Feedback aids in building relationships: Feedback provides an opportunity for individuals to express their thoughts, opinions, and perspectives, and it fosters mutual understanding and trust. It helps to establish rapport and build relationships, as it shows that both the sender and the receiver value each other's input and are willing to listen and respond to each other.

Feedback is not always complete: While feedback is important in the communication process, it may not always be complete. Factors such as cultural differences, individual communication styles, and personal biases can impact the feedback received. In some cases, feedback may be withheld or not provided, which can limit the sender's ability to assess the effectiveness of their communication accurately.

In conclusion, while feedback is a crucial element in the communication process and can greatly enhance its effectiveness, it is important to consider various factors that may impact the completeness and accuracy of feedback. It is essential to encourage open, transparent, and constructive feedback to promote effective communication in organizations and relationships.

OR

# Q1 a Define 'organisation behaviour'. Why is it important for the modern-day managers to study organisation behaviour?

Ans. Organizational behavior (OB) is the study of how individuals and groups behave within an organization and how their behavior impacts the organization's performance and effectiveness. It encompasses various aspects of human behavior in organizations, including attitudes, values, perception, motivation, communication, leadership, group dynamics, and decision-making.

The study of organizational behavior is important for modern-day managers for several reasons:

Enhances Leadership Skills: Understanding OB helps managers develop effective leadership skills. They can learn how to motivate and influence employees, communicate effectively, and manage conflicts, which are crucial for leading and managing teams in the modern workplace.

Improves Employee Productivity and Engagement: OB studies can provide insights into employee behavior and how it impacts their performance and engagement. Managers who are knowledgeable about OB can create work environments that foster high employee productivity, job satisfaction, and commitment, leading to improved organizational performance.

Supports Effective Decision-Making: OB research provides managers with tools and frameworks to understand how individuals and groups make decisions in organizations. This knowledge can help managers make informed decisions, especially in complex and dynamic situations, taking into account various behavioral factors that may influence decision-making.

Facilitates Organizational Change: Organizations are constantly evolving, and change is inevitable. Understanding OB can help managers navigate through organizational changes effectively. They can anticipate and manage resistance to change, facilitate smooth transitions, and create a positive organizational culture that embraces change.

Enhances Interpersonal Relationships: OB studies focus on interpersonal relationships and communication within organizations. Managers who are knowledgeable about OB can improve their communication skills, resolve conflicts, and build positive relationships with employees, colleagues, and stakeholders, leading to better teamwork and collaboration.

Supports Diversity and Inclusion: OB research sheds light on how individuals from diverse backgrounds and cultures behave in organizations. Managers who are aware of OB can create inclusive workplaces that value diversity, promote equity, and foster a positive organizational culture that embraces differences.

Improves Organizational Performance: Overall, the knowledge of OB can help modern-day managers create healthy work environments, build strong teams, engage employees, make effective decisions, and adapt to changes, all of which contribute to improved organizational performance and success.

In conclusion, the study of organizational behavior is important for modern-day managers as it provides insights into human behavior within organizations and equips them with the knowledge and skills to effectively manage individuals and groups in the workplace, leading to improved organizational performance and success.

## Q1 b Discuss the technique of 'Johari Window'.

Ans. The Johari Window is a popular communication and self-awareness model developed by psychologists Joseph Luft and Harry Ingham in 1955. It is a tool used to understand and improve interpersonal communication, self-awareness, and relationships by exploring how individuals perceive themselves and are perceived by others. The Johari Window consists of four quadrants or areas that represent different aspects of an individual's personality and behavior, which are described as follows:

Open Area (Known to Self and Others): This quadrant represents the aspects of an individual's personality, behavior, and emotions that are known to both themselves and others. It includes information, feelings, thoughts, and attitudes that are openly communicated and shared with others. This area represents the foundation of effective communication and healthy relationships, as it reflects transparency, trust, and open communication.

Blind Area (Unknown to Self but Known to Others): This quadrant represents the aspects of an individual's personality, behavior, and emotions that are known to others but are unknown or not acknowledged by the individual themselves. It includes feedback, perceptions, or observations that others have about the individual, but they may not be aware of. This area highlights the importance of receiving feedback from others to increase self-awareness and understanding of one's blind spots.

Hidden Area (Known to Self but Unknown to Others): This quadrant represents the aspects of an individual's personality, behavior, and emotions that are known to the individual themselves but are intentionally withheld or not shared with others. It includes private thoughts, emotions, or experiences that are not openly communicated or kept hidden. This area emphasizes the need for self-disclosure and trust in relationships to increase mutual understanding and intimacy.

Unknown Area (Unknown to Self and Others): This quadrant represents the aspects of an individual's personality, behavior, and emotions that are unknown to both the individual themselves and others. It includes undiscovered or unconscious aspects of an individual's personality that are yet to be explored or understood. This area underscores the concept of self-discovery and continuous self-awareness, as individuals have the potential to uncover and develop new facets of their personality and behavior over time.

The Johari Window is often used as a framework for self-assessment, feedback, and interpersonal communication in various settings, such as team building, leadership development, and conflict resolution. It encourages individuals to increase their self-awareness, receive and provide feedback openly, and improve communication and relationships by expanding the open area and reducing the blind, hidden, and unknown areas. Through effective utilization of the Johari Window, individuals can enhance their interpersonal skills, build trust, and foster positive relationships in personal and professional settings.

### Q2 a What are the big five traits of personality?

Ans. The Big Five, also known as the Five-Factor Model (FFM), is a widely accepted and wellresearched model of personality that describes five broad dimensions or traits that capture the fundamental aspects of human personality. These five traits are:

**Openness to Experience:** This trait reflects an individual's willingness to experience new things, their imagination, creativity, and appreciation for art, their level of curiosity, and their preference for novelty and variety. People high in openness tend to be imaginative, adventurous, and open-minded, while those low in openness may be more conventional, conservative, and resistant to change.

**Conscientiousness:** This trait reflects an individual's degree of organization, responsibility, dependability, and diligence. People high in conscientiousness tend to be organized, reliable, and hardworking, while those low in conscientiousness may be more careless, impulsive, and disorganized.

**Extraversion**: This trait reflects an individual's level of outgoingness, assertiveness, sociability, and need for stimulation. People high in extraversion tend to be outgoing, energetic, and assertive, while those low in extraversion may be more introverted, reserved, and quiet.

**Agreeableness:** This trait reflects an individual's degree of warmth, kindness, cooperativeness, and empathy. People high in agreeableness tend to be friendly, compassionate, and cooperative, while those low in agreeableness may be more competitive, assertive, and skeptical.

**Emotional Stability (or Neuroticism):** This trait reflects an individual's level of emotional stability, calmness, and resilience in the face of stress and adversity. People high in emotional stability tend to be emotionally stable, calm, and resilient, while those low in emotional stability may be more anxious, moody, and prone to negative emotions.

These five traits are believed to be relatively stable over time and have been found to be relatively consistent across cultures and populations. They are used to describe and predict human personality and behavior in various contexts, such as in the workplace, relationships, and psychological research. The Big Five model provides a comprehensive framework for understanding and measuring personality and has been widely used in psychology, organizational behavior, and other fields for studying and predicting human behavior.

### Q2 b OB focuses on the job related attitudes." Explain.

Ans. Organizational Behavior (OB) is a field of study that examines how individuals and groups behave within an organization and how their behavior impacts the overall performance and effectiveness of the organization. One important aspect of OB is the study of job-related attitudes, which refers to the feelings, beliefs, and evaluations that employees have towards their jobs.

Job-related attitudes are significant because they can significantly influence employees' behavior and performance in the workplace. Some of the key job-related attitudes that are commonly studied in OB include:

**Job Satisfaction:** This refers to the overall level of contentment or happiness that employees experience with their jobs. Satisfied employees are more likely to be engaged, motivated, and committed to their work, which can result in higher job performance, increased job involvement, and decreased turnover rates.

**Organizational Commitment:** This refers to the degree to which employees feel a sense of loyalty, attachment, and identification with their organization. Employees who are highly committed to their organization are more likely to exhibit positive behaviors such as higher levels of job performance, greater willingness to go above and beyond their job requirements, and lower turnover rates.

**Employee Engagement:** This refers to the extent to which employees are emotionally and cognitively connected to their work, organization, and its goals. Engaged employees are more likely to be proactive, innovative, and motivated, resulting in higher levels of job performance and organizational success.

**Job Involvement**: This refers to the extent to which employees identify with and are personally invested in their jobs. Employees who are highly involved in their jobs are more likely to take pride in their work, demonstrate a strong work ethic, and be committed to their job tasks and responsibilities.

**Organizational Justice:** This refers to employees' perceptions of fairness in the workplace, including perceptions of distributive justice (fairness of outcomes), procedural justice (fairness of procedures

used to make decisions), and interactional justice (fairness of interpersonal treatment). Employees who perceive their organization as fair are more likely to have positive job-related attitudes and exhibit higher levels of job performance and organizational citizenship behavior.

Studying job-related attitudes in OB is important because they can significantly impact various outcomes in the workplace, such as employee motivation, job satisfaction, turnover, and performance. By understanding and managing employees' attitudes towards their jobs, organizations can create a positive work environment, increase employee engagement, and enhance overall organizational performance.

#### OR

### Q2 a What are the factors influencing perception?

Ans. Perception, in the context of organizational behavior, refers to the process through which individuals interpret and make sense of their environment, including the people, events, and objects around them. Several factors can influence perception, including:

**Individual Factors:** The characteristics of the perceiver, such as their personality, cognitive abilities, past experiences, and personal biases, can influence perception. For example, individuals with different personality traits may perceive the same situation differently, and past experiences can shape how individuals interpret new information.

**Target Factors:** The characteristics of the target of perception, such as their physical appearance, behavior, and status, can also influence perception. For example, individuals may perceive a person who is well-dressed and articulate as more competent or credible compared to someone who appears disheveled or hesitant.

**Situational Factors:** The context or situation in which perception occurs can also influence how individuals perceive and interpret information. Factors such as the presence of distractions, time pressure, and the physical environment can impact perception. For example, if an individual is distracted or rushed, they may not perceive the details of a situation accurately.

**Social Factors:** Social factors, such as cultural norms, social roles, and social identity, can influence perception. Different cultural backgrounds, for instance, can shape individuals' perception of others and their behavior. Social roles, such as the role of a supervisor or a subordinate, can also influence how individuals perceive and interpret behaviors in the workplace.

**Cognitive Factors:** Cognitive processes, such as selective attention, interpretation, and cognitive biases, can also affect perception. Selective attention refers to the tendency to focus on certain stimuli and ignore others, which can impact perception. Interpretation involves making sense of information based on one's existing knowledge and beliefs, which can be subjective and influence perception. Cognitive biases, such as stereotypes, halo effect, and confirmation bias, can also impact perception by leading individuals to make biased judgments or interpretations based on preconceived notions or beliefs.

It's important to note that perception is a subjective process and can vary from person to person. These factors can interact and influence each other, shaping how individuals perceive and interpret the world around them. Understanding the factors that influence perception can help individuals and organizations be aware of potential biases and improve communication, decision-making, and interpersonal relationships in the workplace.

### Q2 b Name the four theories of learning. Explain any one of the theories.

Ans. The four major theories of learning are:

**Behaviorism:** This theory of learning focuses on observable behaviors and emphasizes the role of external stimuli and reinforcement in shaping behavior. According to behaviorism, learning occurs through the process of stimulus-response associations, where behaviors are acquired and strengthened through reinforcement or diminished through punishment.

**Cognitive Theory:** This theory of learning focuses on the mental processes involved in learning, such as perception, memory, thinking, and problem-solving. Cognitive theorists believe that learning involves the active processing of information by the learner, and that individuals construct their own understanding of the world based on their cognitive processes.

**Social Cognitive Theory:** This theory of learning, also known as social learning theory or observational learning theory, emphasizes the role of social interactions and observational learning in the learning process. Social cognitive theorists believe that individuals learn by observing others and imitating their behavior, and that cognitive processes, such as attention, memory, and motivation, play a key role in this process.

**Constructivism:** This theory of learning emphasizes the active construction of knowledge and understanding by the learner through their own experiences, interactions, and reflection. Constructivists believe that learning is a subjective and individual process, and that learners actively engage in meaning-making by integrating new information with their existing knowledge and experiences.

One of the theories of learning that can be further explained is the Cognitive Theory. Cognitive theory posits that learning involves mental processes, such as perception, memory, thinking, and problem-solving. According to this theory, individuals actively process information and construct their own understanding of the world based on their cognitive processes.

Cognitive theorists believe that individuals engage in several cognitive processes during the learning process, including:

**Perception:** This involves how individuals interpret and make sense of information from their environment through their senses, such as sight, hearing, and touch. Perception influences how individuals selectively attend to and interpret information, and can impact their learning.

**Memory:** This involves how individuals encode, store, and retrieve information in their memory. Memory plays a crucial role in learning, as individuals need to retain information in their memory in order to apply it in future situations.

**Thinking:** This involves how individuals use mental processes, such as reasoning, problem-solving, and critical thinking, to make sense of information and generate new insights. Thinking allows individuals to analyze, synthesize, and evaluate information, which facilitates learning.

**Metacognition:** This involves individuals' awareness and control of their own cognitive processes. Metacognitive processes include monitoring one's own learning, setting goals, and self-regulating learning strategies, which can enhance learning effectiveness. Cognitive theory emphasizes the active role of the learner in constructing their own understanding of the world, and suggests that learning is not just about acquiring new information, but also involves mental processes that enable individuals to process, store, retrieve, and use information in meaningful ways. This theory has important implications for instructional design, as it highlights the importance of considering learners' cognitive processes and promoting active engagement in the learning process to enhance learning outcomes.

# Q3 a Motivation is the core of management. How do the motivated workers contribute to the organization?

Ans. Motivated workers are a valuable asset to any organization as they contribute in various ways to its success. Here are some ways in which motivated workers can contribute to an organization:

**Increased Productivity:** Motivated workers tend to be more productive as they are driven to achieve their goals and are willing to put in the effort to accomplish tasks. They are enthusiastic, committed, and focused on achieving results, which can lead to higher levels of output and improved performance.

**Higher Quality Work:** Motivated workers often take pride in their work and strive for excellence. They are more likely to pay attention to detail, take ownership of their tasks, and produce highquality work. This can result in improved product or service quality, which is essential for maintaining customer satisfaction and organizational reputation.

**Innovation and Creativity:** Motivated workers are more likely to come up with new ideas, take risks, and think creatively to solve problems or improve processes. They are not afraid to challenge the status quo and may contribute innovative solutions that can lead to process improvements, cost savings, or new opportunities for the organization.

**Teamwork and Collaboration**: Motivated workers are often more engaged and committed to their team and organizational goals. They are willing to collaborate with their colleagues, share ideas, and contribute to a positive team culture. This can lead to improved teamwork, communication, and cooperation among team members, resulting in better overall team performance.

**Employee Retention and Loyalty:** Motivated workers are more likely to be committed to their organization and stay with it for a longer period of time. They are less likely to seek other job opportunities and may become loyal advocates of the organization. This can lead to higher employee retention rates, reduced turnover costs, and increased organizational stability.

**Positive Work Environment:** Motivated workers often create a positive work environment through their enthusiasm, energy, and positive attitude. They can inspire and motivate their colleagues, contribute to a supportive and inclusive workplace culture, and boost employee morale and engagement across the organization.

In summary, motivated workers can contribute to the organization by increasing productivity, producing higher quality work, fostering innovation and creativity, promoting teamwork and collaboration, enhancing employee retention and loyalty, and creating a positive work environment. Therefore, motivation is considered a core aspect of effective management as it can significantly impact the performance and success of an organization.

### Q3 b Explain Kenneth Thomas Intrinsic and Extrinsic theory of motivation.

Ans. Kenneth Thomas' Intrinsic-Extrinsic Theory of Motivation is based on the premise that individuals are motivated by both intrinsic and extrinsic factors. According to this theory, there are two primary sources of motivation: intrinsic motivation, which comes from within the individual, and extrinsic motivation, which comes from external factors or rewards.

**Intrinsic Motivation:** Intrinsic motivation refers to the internal drive or desire to engage in an activity for its own sake, without any external rewards or incentives. It is driven by an individual's inherent interest, enjoyment, or satisfaction in the activity itself. Examples of intrinsic motivators include personal growth, curiosity, autonomy, mastery, and a sense of purpose. Intrinsic motivation is considered to be a more sustainable and long-lasting form of motivation as it is self-generated and self-reinforcing.

**Extrinsic Motivation:** Extrinsic motivation, on the other hand, refers to the external factors or rewards that drive an individual's behavior. It is based on the expectation of receiving rewards or avoiding punishment from external sources. Examples of extrinsic motivators include money, promotions, recognition, praise, grades, and social approval. Extrinsic motivation can be effective in the short-term, but it may not be as enduring as intrinsic motivation as it is dependent on external factors and can diminish once the rewards or incentives are removed.

Thomas' theory suggests that both intrinsic and extrinsic motivation can influence behavior, and the optimal level of motivation depends on the individual and the context of the situation. Some individuals may be more motivated by intrinsic factors, while others may be more motivated by extrinsic factors. The theory also highlights the importance of aligning intrinsic and extrinsic motivators to maximize motivation and engagement.

Organizations can apply Thomas' Intrinsic-Extrinsic Theory of Motivation in various ways to enhance employee motivation. For example, they can design jobs that provide opportunities for employees to experience intrinsic motivators such as autonomy, challenge, and learning. They can also use extrinsic motivators such as rewards, recognition, and feedback to reinforce desired behaviors and performance. The key is to create a balance between intrinsic and extrinsic motivators that align with employees' individual needs, values, and goals to foster a motivated and engaged workforce.

#### OR

### Q3 a Define motivation. What is its importance?

Ans. Motivation refers to the internal or external factors that drive, direct, and sustain behavior towards a goal or desired outcome. It is the process that initiates, guides, and maintains behavior to achieve a specific purpose or objective. Motivation can be intrinsic, coming from within the individual, or extrinsic, originating from external sources or rewards.

The importance of motivation in various contexts, including the workplace, education, sports, and personal development, cannot be overstated. Here are some key reasons why motivation is essential:

**Enhances Performance:** Motivation is a key factor that drives individuals to perform at their best. When individuals are motivated, they are more likely to invest effort, set challenging goals, and

persist in the face of obstacles. This can result in improved performance, increased productivity, and better outcomes.

**Fosters Goal-Setting and Achievement:** Motivation provides the impetus for individuals to set goals and work towards achieving them. It helps individuals clarify their objectives, create a sense of purpose, and strive for personal or organizational success. Motivation is crucial in goal-setting and goal achievement processes.

**Influences Behaviour:** Motivation is a primary driver of human behavior. It determines why people behave the way they do and what actions they take. Motivation can impact choices, decisions, and actions, shaping individual behavior towards desired outcomes.

**Boosts Engagement and Satisfaction**: Motivated individuals tend to be more engaged, committed, and satisfied with their work or activities. Motivation can create a positive mindset, a sense of fulfillment, and increased job satisfaction. This can lead to higher levels of engagement, loyalty, and retention.

**Facilitates Learning and Growth:** Motivation plays a crucial role in learning and skill development. When individuals are motivated, they are more likely to be curious, receptive to new information, and willing to invest effort in learning and improving their skills. Motivation is essential for continuous learning and personal growth.

**Drives Innovation and Creativity:** Motivation can foster innovation and creativity as it encourages individuals to think critically, take risks, and generate new ideas. Motivated individuals are more likely to challenge the status quo, seek out new solutions, and contribute to innovation efforts.

**Improves Overall Well-being:** Motivation can contribute to overall well-being and life satisfaction. When individuals are motivated, they are more likely to experience a sense of accomplishment, purpose, and fulfillment. This can lead to improved mental, emotional, and physical well-being.

In summary, motivation is a critical factor that influences behavior, performance, engagement, and achievement in various aspects of life. It is essential for personal and organizational success and plays a significant role in driving individuals towards their goals and desired outcomes.

### Q3 b Discuss in brief Vroom's 'Valence motivational expectancy model'.

Ans. Vroom's Expectancy Theory, also known as the Valence-Instrumentality-Expectancy (VIE) Model, is a motivational model that explains how individuals make decisions about their choices and efforts in the workplace based on their perceptions of the expected outcomes of their behavior. The three key components of Vroom's model are:

**Expectancy (Effort-Performance Expectancy):** This refers to an individual's belief that their efforts will lead to successful performance. It is the perceived relationship between the effort an individual puts into a task and the probability of achieving the desired performance level. If individuals believe that their efforts will likely result in successful performance, they are more motivated to put in effort.

**Instrumentality (Performance-Reward Expectancy):** This refers to an individual's belief that successful performance will be rewarded. It is the perceived relationship between successful performance and the attainment of desired outcomes or rewards. If individuals believe that their performance will be rewarded, they are more motivated to perform well.

Valence (Value or Attractiveness of the Outcome): This refers to the value or attractiveness an individual assigns to the anticipated outcomes or rewards. It reflects an individual's personal preference or desirability of a particular outcome. If individuals perceive the outcomes or rewards as valuable or attractive, they are more motivated to work towards achieving them.

According to **Vroom's Expectancy Theory,** motivation is influenced by the interaction of these three factors. Individuals are motivated to exert effort and perform well when they believe that their efforts will result in successful performance (expectancy), and that successful performance will be rewarded (instrumentality), and when they value or find the anticipated rewards appealing (valence).

In practical terms, managers can use Vroom's Expectancy Theory to enhance motivation in the workplace by ensuring that employees believe their efforts will lead to successful performance, that performance will be rewarded, and that the rewards are meaningful and appealing to employees. This may involve setting clear performance expectations, providing timely and fair rewards, and aligning rewards with individual preferences and aspirations. By understanding and addressing these factors, managers can help enhance employee motivation, engagement, and performance.

# Q4 a Do you agree with the statement that 'leaders are born and not made"? What are the traits or qualities of a good leader?

Ans. The notion of whether leaders are born or made is a debated topic in the field of leadership studies. Some theories suggest that certain traits or qualities are inherent and make individuals naturally predisposed to leadership, while other theories propose that leadership skills can be developed and honed through learning, experience, and practice.

While there is evidence to support both perspectives, the general consensus among modern leadership scholars is that leadership is a combination of nature and nurture. While some individuals may possess certain inherent qualities that may enhance their leadership potential, leadership skills can also be developed and refined over time through self-awareness, learning, and experience.

As for the traits or qualities of a good leader, they can vary depending on different leadership theories and contexts. However, some commonly recognized traits and qualities associated with effective leadership include:

**Vision:** A good leader has a clear and compelling vision for the future and is able to articulate and communicate it to inspire and motivate others.

**Self-awareness:** Effective leaders have a deep understanding of their own strengths, weaknesses, emotions, and motivations, and are able to manage them effectively in their leadership role.

**Integrity:** Leaders demonstrate honesty, trustworthiness, and ethical behavior, and act as role models for others to follow.

**Empathy:** Good leaders are able to understand and empathize with the needs, concerns, and perspectives of their team members, and are responsive to their emotions and feedback.

**Decision-making**: Leaders are able to make informed and timely decisions, considering the available information, risks, and potential outcomes.

**Communication:** Effective leaders possess excellent communication skills, including active listening, clear articulation, and persuasive influence, to inspire and engage their team members.

**Adaptability:** Leaders are able to adapt to changing situations, environments, and contexts, and are flexible in their approach to problem-solving and decision-making.

**Empowerment:** Good leaders empower and enable their team members by providing them with the necessary resources, support, and autonomy to perform their tasks and make meaningful contributions.

**Collaboration:** Leaders promote a collaborative and inclusive culture, encouraging teamwork, cooperation, and diversity of ideas and perspectives.

**Continuous learning:** Effective leaders are committed to ongoing self-improvement and learning, and are open to feedback and self-reflection to enhance their leadership skills.

It's important to note that leadership is a complex and multifaceted concept, and effective leadership may require different traits or qualities in different situations or contexts. Additionally, leadership is not limited to a single individual or role, but can be exhibited at various levels and in diverse settings.

### Q4 b How can an organization prevent conflicts? Explain in brief.

Ans. Conflict prevention is an important aspect of organizational management and can help maintain a healthy and productive work environment. Here are some strategies that organizations can adopt to prevent conflicts:

**Establish clear expectations:** Organizations should have clear policies, procedures, and guidelines in place that outline expectations for employee behavior, performance, and communication. This includes setting clear roles and responsibilities, defining performance metrics, and establishing channels for effective communication and conflict resolution.

**Foster open communication**: Encouraging open and transparent communication among employees can prevent conflicts from escalating. Employees should feel comfortable expressing their opinions, concerns, and feedback without fear of reprisal. Effective communication channels, such as regular team meetings, open-door policies, and feedback mechanisms, should be established to facilitate constructive communication and resolve conflicts at an early stage.

**Provide training and development:** Organizations can invest in training and development programs that focus on conflict resolution, communication skills, emotional intelligence, and interpersonal skills. Such programs can help employees build their capacity to manage conflicts effectively and foster positive relationships in the workplace.

**Promote diversity and inclusion:** Embracing diversity and inclusion in the workplace can help prevent conflicts that may arise from differences in backgrounds, perspectives, and values. Organizations should promote a culture that respects and values diversity, and provides equal opportunities and fair treatment to all employees.

**Encourage collaboration and teamwork:** Creating a collaborative and team-oriented work environment can help prevent conflicts by fostering a culture of cooperation, shared goals, and mutual support. Encouraging team members to work together, collaborate on tasks, and share

responsibilities can promote a sense of ownership and collective achievement, reducing the likelihood of conflicts arising from competition or individualism.

Address issues promptly: Organizations should address conflicts and issues as soon as they arise, rather than letting them escalate. This includes providing avenues for employees to report conflicts or concerns, conducting timely investigations, and taking appropriate actions to resolve conflicts in a fair and impartial manner.

**Promote positive leadership:** Positive leadership plays a crucial role in preventing conflicts. Leaders should model respectful and inclusive behavior, provide clear expectations, offer support and guidance, and facilitate open communication among team members. By setting a positive tone and leading by example, leaders can prevent conflicts from arising and ensure a harmonious work environment.

It's important to note that conflicts are a normal part of human interactions, and complete elimination of conflicts may not be realistic. However, with proactive measures in place, organizations can effectively prevent conflicts or address them in a timely and constructive manner to minimize their negative impact on the workplace.

OR

# Q4 a Organisation culture is different from organization climate. List the main points of difference ni both.

Ans. Organization culture and organization climate are related concepts, but they have distinct differences. Here are the main points of difference between the two:

**Definition:** Organization culture refers to the shared values, beliefs, norms, and assumptions that shape the behavior, attitudes, and practices of employees within an organization. It represents the collective identity and personality of an organization. On the other hand, organization climate refers to the prevailing atmosphere or mood that exists within an organization, which is reflected in the employees' perceptions of the work environment, management practices, and policies.

**Focus:** Organization culture focuses on the deeper, underlying values, beliefs, and assumptions that drive employee behavior and influence the overall functioning of the organization. It shapes the organization's identity, ethics, and long-term vision. Organization climate, on the other hand, focuses on the immediate, observable aspects of the work environment, such as the physical setting, leadership styles, communication patterns, and employee morale.

**Stability:** Organization culture tends to be relatively stable and enduring over time. It develops and evolves slowly, and it can be deeply ingrained in the organization's DNA. On the other hand, organization climate can be more dynamic and can change relatively quickly, as it is influenced by various factors such as leadership changes, market conditions, and external events.

**Scope:** Organization culture encompasses the entire organization and is often shared by all employees, influencing their behavior across different levels and functions. It is typically consistent across the organization. Organization climate, on the other hand, can vary across different departments, teams, or even individuals within an organization, as it reflects their perceptions and experiences of the immediate work environment.

**Measurement**: Organization culture is often assessed through qualitative methods, such as interviews, observations, and surveys, to understand the values, beliefs, and assumptions that drive the organization's behavior. Organization climate, on the other hand, is typically measured through quantitative methods, such as surveys and questionnaires, to gather employees' perceptions of the work environment, leadership, and other relevant factors.

**Change:** Changing organization culture is a complex and challenging process that requires a deep understanding of the existing cultural norms and values, and it often takes time and effort to bring about meaningful changes. Organization climate, on the other hand, can be relatively easier to change, as it is more immediate and observable. However, changes in organization climate may not necessarily result in lasting changes in organization culture.

In summary, while organization culture and organization climate are related concepts, they have distinct differences in terms of their definition, focus, stability, scope, measurement, and change. Understanding these differences can help organizations effectively manage and align their culture and climate to create a positive and productive work environment.

### Q4 b What are the consequences of stress for the individual and organization in studying OB?

Ans. The consequences of stress can have significant impacts on both the individual and the organization in the field of Organizational Behavior (OB). Let us discuss the consequences of stress for both the individual and the organization:

Consequences of stress for the individual:

**Health problems:** Chronic stress can lead to a variety of physical and mental health problems, such as hypertension, cardiovascular diseases, depression, anxiety, and sleep disorders. These health issues can affect the well-being and performance of individuals in the workplace.

**Reduced job satisfaction:** High levels of stress can result in reduced job satisfaction and decreased engagement in work-related tasks. It can lead to feelings of burnout, dissatisfaction, and disengagement from work, which can affect productivity and performance.

**Lowered job performance:** Stress can impair cognitive function, decision-making, and problemsolving abilities, leading to decreased job performance. It can also result in increased absenteeism, presenteeism (being physically present but not fully productive), and turnover, which can have negative impacts on the individual's career progression and the overall functioning of the organization.

**Strained relationships:** Stress can affect interpersonal relationships at work, leading to conflicts, poor communication, and strained relationships with colleagues, supervisors, and subordinates. This can create a negative work environment, affect team dynamics, and lead to decreased collaboration and cooperation among employees.

Consequences of stress for the organization:

**Decreased productivity:** High levels of stress among employees can result in decreased productivity and performance. Employees may struggle with focus, concentration, and motivation, leading to reduced output and quality of work.

**Increased absenteeism and turnover:** Chronic stress can result in increased absenteeism, as employees may take time off to cope with physical or mental health issues related to stress. It can

also lead to higher turnover rates, as employees may seek employment elsewhere due to dissatisfaction or burnout caused by stress.

**Higher healthcare costs:** Health problems associated with stress can result in increased healthcare costs for organizations, including medical expenses, insurance claims, and disability benefits. This can add financial burden to the organization and impact the overall cost-effectiveness of employee healthcare programs.

**Negative organizational culture:** A stressed work environment can result in a negative organizational culture, where employees feel unsupported, overwhelmed, and disconnected from their work. This can lead to decreased employee morale, job satisfaction, and engagement, which can further impact the organization's culture, values, and overall performance.

**Loss of talent and expertise:** Organizations may lose valuable talent and expertise due to stressrelated turnover, absenteeism, or decreased performance. This can result in the loss of valuable skills, knowledge, and experience, which can impact the organization's competitiveness and sustainability in the long term.

In summary, stress can have significant consequences for both the individual and the organization in the field of Organizational Behavior. It can impact the physical and mental health of employees, job satisfaction, performance, relationships, and overall organizational functioning. Managing stress effectively in the workplace is crucial for maintaining a healthy and productive work environment and ensuring the well-being of employees and the success of the organization.

### Q5 Write short notes (any three).

### (i) Managing change in organisation

Ans. Managing change in organizations is a critical aspect of organizational behavior and management. Change is inevitable in today's dynamic business environment, and organizations must adapt to stay competitive and thrive. However, managing change can be complex and challenging, as it often involves shifting organizational structures, processes, cultures, and behaviors. Here are some key points to consider when managing change in an organization:

**Understanding the need for change:** Organizations must first identify and communicate the need for change. This involves recognizing the external or internal factors that require a change in the organization, such as shifts in market conditions, technological advancements, or internal inefficiencies. Communicating the need for change clearly and transparently to employees is essential to gain their support and commitment.

**Developing a change management plan:** A well-thought-out change management plan is crucial to guide the change process. This plan should outline the objectives, strategies, timelines, and resources needed for implementing the change. It should also consider the potential impacts of the change on employees, and strategies to mitigate resistance and address concerns.

**Involving employees:** Employees are key stakeholders in the change process, and involving them from the beginning can help create ownership and commitment to the change. Leaders should

engage employees in the change planning, decision-making, and implementation processes. Employee feedback and input should be valued and considered in shaping the change.

**Communicating effectively:** Communication plays a vital role in managing change. Leaders should communicate the rationale, benefits, and expectations of the change clearly and consistently to all employees. Communication should be two-way, allowing employees to express their concerns, questions, and feedback. Timely and honest communication can help build trust, manage resistance, and foster a positive change culture.

**Managing resistance:** Change often faces resistance from employees who may feel threatened, uncertain, or uncomfortable with the change. Leaders should anticipate and address resistance proactively. This can involve providing support, addressing concerns, and involving employees in decision-making processes. Recognizing and celebrating early successes can also help build momentum and positive attitudes towards change.

**Providing resources and training:** Change may require new skills, knowledge, and resources. Organizations should provide adequate training, resources, and support to employees to adapt to the changes. This can include training programs, mentoring, coaching, and other forms of support to help employees acquire the necessary skills and competencies to navigate the change successfully.

**Monitoring and evaluating the change:** Change should be monitored and evaluated to assess its effectiveness and make adjustments as needed. Organizations should set up mechanisms to track progress, measure outcomes, and gather feedback from employees. This allows for continuous improvement and ensures that the change is achieving the intended results.

**Sustaining the change:** Change is an ongoing process, and sustaining the change is crucial for long-term success. Organizations should embed the change into the organizational culture, systems, and processes to ensure that it becomes the new normal. This may involve reinforcing the new behaviors, values, and norms through recognition, rewards, and performance management systems.

In conclusion, managing change in organizations requires careful planning, effective communication, employee involvement, and continuous monitoring and evaluation. It is essential to address resistance, provide support, and sustain the change to ensure its success. By following best practices in change management, organizations can navigate the complexities of change and achieve their desired outcomes.

### (ii) Individual v/s Group Decision Making

**Ans.** Individual decision-making and group decision-making are two different approaches to making decisions within organizations. Here are some key points of difference between the two:

**Authority and Responsibility:** In individual decision-making, the authority and responsibility for making decisions rest with an individual, typically a manager or a leader. The decision-maker gathers information, evaluates options, and makes the final decision. In group decision-making, the authority and responsibility are distributed among a group of individuals who collaborate to arrive at a decision.

**Information and Perspectives:** Individual decision-making may rely on the knowledge, experience, and perspectives of a single individual. In contrast, group decision-making incorporates the diverse information, ideas, and perspectives of multiple group members. Group decision-making can benefit

from the collective wisdom and creativity of the group, leading to more innovative and informed decisions.

**Time and Effort**: Individual decision-making can be faster and more efficient, as decisions can be made quickly without the need for group discussions and consensus building. Group decision-making, on the other hand, can be time-consuming as it involves coordination, discussions, and consensus-building among group members. It may require more effort to align differing opinions and perspectives within the group.

**Quality of Decision:** Individual decision-making can be effective when the decision-maker has the necessary expertise and information to make informed decisions. However, it may be limited by the biases, perspectives, and limitations of a single individual. Group decision-making can benefit from diverse perspectives, leading to more comprehensive and well-rounded decisions. However, it may also be prone to groupthink, conflicts, and compromise decisions that may not always be optimal.

**Participation and Ownership:** Individual decision-making may not involve participation or ownership from other members of the organization, leading to potential resistance or lack of commitment to the decision. In group decision-making, group members are actively involved in the decision-making process, leading to increased participation, ownership, and commitment to the decision.

**Decision-making Process:** Individual decision-making typically follows a linear and hierarchical process, where the decision-maker gathers information, evaluates options, and makes the final decision. Group decision-making, on the other hand, may involve various decision-making models such as consensus, voting, brainstorming, or nominal group technique, where group members collaborate to arrive at a decision.

**Decision-making Risks:** Individual decision-making may be prone to biases, errors, and limitations of a single individual's perspectives and information. Group decision-making may also have its risks, such as groupthink, social loafing, or conflicts among group members, which can impact the quality of the decision.

In conclusion, individual decision-making and group decision-making have their strengths and weaknesses. Individual decision-making may be efficient and effective in certain situations, while group decision-making can benefit from diverse perspectives and collective creativity. Organizations need to consider the context, complexity, and stakes of a decision when choosing between individual and group decision-making approaches.

## (iii) Type A v/s Type B Personality

**Ans.** Type A and Type B personalities are two contrasting personality types that were originally identified by cardiologists Meyer Friedman and Ray Rosenman in the 1950s. Here's a brief note on the differences between Type A and Type B personalities:

### **Type A Personality:**

Type A individuals are characterized by their **competitive**, **ambitious**, **assertive**, **and time-conscious nature**.

They are often described as being highly driven, goal-oriented, and motivated to achieve success.

Type A individuals tend to be impatient, easily stressed, and always in a hurry. They often multitask and have a sense of urgency in completing tasks.

They are prone to aggressive behavior, hostility, and impatience, and may have a higher risk of developing health issues such as hypertension and heart disease due to chronic stress.

Type A individuals are often perceived as high achievers, but they may struggle with work-life balance and may have difficulty relaxing or enjoying leisure time.

### **Type B Personality:**

Type B individuals are characterized by their laid-back, relaxed, and easy-going nature.

They are often described as being more patient, tolerant, and flexible compared to Type A individuals.

Type B individuals tend to be less competitive, less aggressive, and less time-conscious. They have a more relaxed approach to work and life and are not as driven by deadlines or urgency.

They may have a lower risk of developing health issues related to stress, as they tend to handle stress in a more adaptive and relaxed manner.

Type B individuals are often perceived as being more socially skilled, patient, and able to maintain work-life balance.

It's important to note that Type A and Type B personalities are not mutually exclusive categories, and individuals may exhibit traits of both types to varying degrees. Personality is complex and can be influenced by a variety of factors, including genetics, upbringing, culture, and life experiences. Understanding personality traits, including Type A and Type B, can provide insights into how individuals may approach work, relationships, and stress management, and can be useful in organizational settings for promoting effective communication, teamwork, and leadership.

## (iv) Power in OB

**Ans.** Power is a critical concept in organizational behavior (OB) that refers to the ability of an individual or group to influence or control the behavior of others in order to achieve specific goals or outcomes. Here's a brief note on power in OB:

**Definition of Power:** Power can be defined as the ability to influence or control the behavior of others, either through formal authority or informal means. It is the capacity to make things happen, to get things done, or to achieve desired outcomes.

Sources of Power: Power can be derived from various sources, including:

**Formal Power:** This type of power is based on an individual's formal position or role within an organization. It includes legitimate power, which is derived from one's formal authority or position in the organizational hierarchy, and coercive power, which is based on the ability to punish or impose penalties on others.

**Personal Power**: This type of power is based on an individual's personal characteristics or qualities. It includes referent power, which is derived from the admiration, respect, or liking of others, and expert power, which is based on an individual's knowledge, skills, or expertise in a particular area.

**Informational Power:** This type of power is based on an individual's access to or control over valuable information. It includes informational power, which is derived from possessing information

that others do not have or need, and network power, which is based on an individual's connections or relationships within the organization.

Types of Power: Power can also be categorized into different types based on its nature and use:

**Positive Power:** This type of power is used to influence others in a positive and constructive manner, such as through inspirational leadership, motivation, and empowerment. It is aimed at achieving win-win outcomes and building collaborative relationships.

**Negative Power:** This type of power is used to influence others in a negative or destructive manner, such as through manipulation, coercion, or abuse of authority. It is aimed at achieving self-serving or unethical outcomes and can result in negative consequences for individuals and organizations.

**Dynamics of Power:** Power in organizations is dynamic and can change over time. It can be influenced by factors such as the organizational structure, culture, and individual relationships. Power struggles, conflicts, and alliances can emerge in organizations as individuals and groups seek to gain or maintain power.

**Importance of Power in OB:** Power plays a crucial role in organizational behavior as it affects various aspects of organizational dynamics, including decision-making, communication, leadership, and organizational politics. Understanding power dynamics and its sources, types, and consequences is essential for effective leadership, communication, and organizational management.

In conclusion, power is a fundamental concept in OB that involves the ability to influence or control the behavior of others in organizations. It can be derived from formal authority, personal characteristics, or access to information, and can be used in positive or negative ways. Understanding the dynamics of power and its implications in organizations is critical for effective leadership, communication, and organizational management.

## (v) Emotional Intelligence

**Ans.** Emotional intelligence (EI) is a concept that has gained significant attention in the field of organizational behavior (OB) in recent years. It refers to the ability to recognize, understand, manage, and use emotions effectively in oneself and others. Here's a brief note on emotional intelligence:

**Definition of Emotional Intelligence:** Emotional intelligence is the capacity to recognize and understand one's own emotions, as well as the emotions of others, and to use this awareness to manage behavior and relationships effectively. It involves skills such as emotional awareness, empathy, self-regulation, social awareness, and relationship management.

**Components of Emotional Intelligence:** Emotional intelligence can be divided into several components or domains, including:

**Self-Awareness:** This refers to the ability to recognize and understand one's own emotions, strengths, weaknesses, and values. It involves being in tune with one's own feelings, thoughts, and behaviors.

**Self-Regulation**: This involves the ability to manage and regulate one's own emotions, impulses, and behaviors in appropriate and constructive ways. It includes skills such as emotional control, adaptability, and resilience.

**Social Awareness:** This refers to the ability to recognize and understand the emotions and needs of others. It involves being empathetic, perceptive, and attentive to the emotions and cues of others in social interactions.

**Relationship Management:** This involves the ability to manage relationships effectively, including communication, conflict resolution, teamwork, and collaboration. It includes skills such as influence, negotiation, and building and maintaining positive relationships.

**Importance of Emotional Intelligence in Organizations:** Emotional intelligence is increasingly recognized as a critical factor in organizational success. Here are some reasons why emotional intelligence is important in organizations:

**Leadership:** Leaders with high emotional intelligence are better able to understand and manage their own emotions and the emotions of others. They are effective communicators, empathetic, and able to build and maintain positive relationships with their team members, which can lead to better leadership outcomes.

**Workplace Relationships:** Emotional intelligence facilitates positive workplace relationships by promoting empathy, understanding, and effective communication. It helps individuals build trust, manage conflicts, and collaborate with others, which can enhance teamwork, productivity, and job satisfaction.

**Employee Well-Being:** Emotional intelligence is linked to improved psychological well-being, stress management, and resilience. Employees with higher emotional intelligence are better equipped to handle workplace challenges, manage stress, and maintain their mental health, leading to better job satisfaction and productivity.

**Customer Service:** Emotional intelligence is also important in customer service roles, as it helps employees understand and manage the emotions of customers, respond to their needs, and build positive relationships with them.

**Organizational Culture:** Emotional intelligence can contribute to a positive organizational culture by promoting empathy, understanding, and open communication. It can foster a supportive and inclusive work environment where employees feel valued, respected, and engaged.

**Development of Emotional Intelligence:** Emotional intelligence can be developed and improved over time through various strategies, such as self-reflection, self-assessment, feedback from others, emotional regulation techniques, empathy training, and social skills development.

In conclusion, emotional intelligence is a crucial concept in OB that involves the ability to recognize, understand, manage, and use emotions effectively in oneself and others. It has important implications for leadership, workplace relationships, employee well-being, customer service, and organizational culture. Developing emotional intelligence can contribute to more effective and positive organizational outcomes.

#### OR

Q5 Read the following case carefullyand answer the questions: A fast growing company recently collaborated with a large number of smaller companies. The company's reputation and goodwill has increased because of this move. In order to meet its commitments in time, the company's top

management feels the need to discipline the workers more. They believe that the workers should not waste their time and should be regular and Punctual

The top management, without consulting, introduced the bio-metric attendance system for its employees. After a grace of 10 minutes once only in 15 days, a full day salary was deducted. They were not allowed to use their mobile phones and visit social sites during office hours including lunch time. The CCTV was also installed at every corner of the office to monitor them closely.

After 6 months senior management observed that the performance of the employees has not increased as expected and the personal relationships of the employees are not cordial as they used to be earlier.

**Questions:** 

(i What are the main issues in the above case?

(i) Do you agree with the top management approach? Give reasons for your answer.

(il) List out the possible solutions to overcome the issues and problems.

Ans. (i) The main issues in the above case are:

**Implementation of strict disciplinary measures:** The top management introduced biometric attendance system, strict punctuality policies, salary deductions, mobile phone and social media restrictions, and constant CCTV monitoring, which may have resulted in a loss of trust, autonomy, and motivation among employees.

**Lack of consultation and employee involvement**: The top management made decisions without consulting or involving the employees, which may have resulted in a lack of ownership, engagement, and commitment among the workforce.

**Negative impact on performance and relationships:** Despite the implementation of strict measures, the performance of employees did not increase as expected, and personal relationships among employees deteriorated, leading to potential negative consequences on productivity, teamwork, and employee morale.

(ii) Disagree. The top management's approach of imposing strict disciplinary measures may not be effective in improving employee performance and relationships. Here are some reasons:

**Lack of motivation**: Strict disciplinary measures can create a negative work environment, erode trust, and demotivate employees, resulting in reduced job satisfaction, engagement, and productivity.

**Lack of employee involvement:** The absence of consultation and involvement of employees in decision-making can lead to a lack of ownership, commitment, and engagement among employees.

**Potential negative impact on relationships:** Imposing strict rules and monitoring employees can create a sense of surveillance and mistrust, leading to strained relationships among employees and affecting teamwork, collaboration, and employee morale.

(iii) Possible solutions to overcome the issues and problems:

**Employee involvement**: Involve employees in decision-making processes to gain their ownership and commitment to organizational policies and procedures. This can be done through regular communication, feedback channels, and involving employees in policy formulation.

**Motivation and recognition:** Implement motivational strategies such as recognition programs, rewards, and incentives to encourage employees to perform at their best and improve their job satisfaction and engagement.

**Training and development:** Provide training and development opportunities to enhance employees' skills, knowledge, and capabilities, which can result in improved performance and productivity.

**Positive work environment:** Create a positive work environment that promotes trust, autonomy, and open communication among employees. This can foster a healthy and supportive workplace culture where employees feel valued and respected.

**Flexibility:** Consider offering flexible work arrangements, such as flexible work hours or remote work options, to accommodate employees' needs and promote work-life balance, which can contribute to improved employee morale and relationships.

**Performance feedback**: Provide regular and constructive feedback to employees on their performance, highlighting areas of improvement and recognizing their achievements. This can help employees understand expectations and improve their performance.

**Employee well-being:** Promote employee well-being by providing resources and support for managing stress, maintaining work-life balance, and taking care of their physical and mental health.

In conclusion, addressing the main issues in the case requires a proactive approach that focuses on employee involvement, motivation, positive work environment, and performance feedback. Implementing solutions that prioritize employee well-being, recognition, and development can lead to improved performance, relationships, and organizational success.